

The regular meeting of the Municipal Civil Service Commission convened on Monday, October 28, 2002, at 9:00 a.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Hearing on the merits of the appeal of Duane Hicks, from the action of the Department of Public Safety, Division of Police, suspending him for 30 hours from the position of Police Officer – Case No. 02-CA-0004.*

Commission President Tyson read the charge and specification into the record:

Charge III: You are hereby charged with violating **Rule of Conduct #1.36**, which states, “Division personnel are to conduct themselves at all time, both on and off duty, in such a manner as to reflect favorably on the Division. Unbecoming conduct is behavior that implicitly or explicitly brings the Division in disrepute, reflects discredit upon the individual as a member of the Division, or impairs the operation or efficiency of the Division or the individual.”

Specification I: On or about August 08, 1999, while off duty, in an attempt to influence the outcome of a dispute between yourself and a citizen over a “repair bill” involving your private vehicle, you did identify yourself as a Columbus Police Officer by verbal statements and by the display of your Columbus Police Badge and Division issued firearm.

Appearances and preliminary matters were handled. It was agreed that the record erroneously indicates the incident involved in this appeal occurred on August 8, 1999, when in fact, it occurred on October 8, 1999. Assistant City Attorney Michael Matuska and the attorney for the appellant, John Waddy, gave their opening statements.

Retired Sergeant Harvey List – Assistant City Attorney Matuska called Mr. List on direct examination and the witness was sworn in by Commission President Tyson. Mr. Matuska submitted City Exhibit #1. Mr. List was examined on direct by Mr. Matuska, cross-examined by Mr. Waddy and dismissed.

Alicia Pack – Assistant City Attorney Matuska called Ms. Pack on direct examination and Commission President Tyson swore her in. Mr. Matuska submitted City Exhibit #2 and City Exhibit #3. Ms. Pack was examined on direct by Mr. Matuska, cross-examined by Mr. Waddy, answered questions from the Commissioners and was dismissed.

Safety Director Mitchell Brown – Assistant City Attorney Matuska called Safety Director Brown on direct examination and Commission President Tyson swore in the witness. Mr. Matuska submitted City Exhibit #4 and City Exhibit #5. Safety Director Brown was examined on direct by Mr. Matuska, cross-examined by Mr. Waddy, answered questions from the Commissioners and follow-up questions from Messrs. Matuska and Waddy, and was dismissed.

The hearing was recessed in order to conduct today’s regular meeting business.

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RE: *Review and approval of the September 30, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conferences for the following appeal:*

James C. Shivers II, vs. the Department of Public Safety, Division of Police, Appeal No. 02-CA-0011. Police Officer – 8-hour suspension – Hearing scheduled for November 25, 2002.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported the results of a pre-hearing conference held earlier today.

James C. Shivers II – Police Officer, eight-hour suspension. Russ Carnahan, attorney for appellant has an arbitration scheduled on the date of the hearing, November 25, 2002, and requested a continuance. There was no opposition from Assistant City Attorney John Sumner. Both attorneys estimated their portion of the hearing would require one half day, for a total of one full day. Mr. Carnahan will provide his witness list by close of business on November 8, 2002.

The Commissioners approved the request to continue this hearing to 9:00 a.m. on Monday, February 24, 2003.

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Re: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review of the Findings of Fact and Recommendation of the Civil Service Commission Investigation into alleged violations of Civil Service Commission Rule XX(f) and Civil Service Commission Rule XX(g) during the 2002 administration of the Fingerprint Technician II examination.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners to report on the results of her investigative hearing regarding allegations of falsification of information by a candidate on the Fingerprint Technician II examination. Based upon the testimony that was presented, the recommendation was that the name of the applicant in question be removed from the eligible list and that she be barred from testing for one year from the date of the adoption of the decision. It was further recommended that the names of the three witnesses that were unavailable to testify at the hearing not be certified until such time as they appear and give their testimony.

A motion to approve the staff's recommendations and findings was made, seconded, and approved.

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RE: *Trial Board Recommendations.*

Review of the findings and recommendation of the Trial Board for a hearing held October 7, 2002: Tonya L. Atchley vs. Columbus Public Schools, Appeal No. 02-BA-0010.

The Commissioners adopted the recommendation of the Trial Board that Ms. Atchley's appeal be dismissed because she did not appear for the Trial Board on October 7, 2002.

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RE: *Request of the Columbus Public Schools to create the classification specification for Building Maintenance Materials Supervisor, assign a probationary period of 180 days and designate the examination type as competitive.*

PRESENT: Robert Smallwood and Reamus Martin, Columbus Public Schools

Robert Smallwood presented the request from the Columbus Public Schools to create the specification for a new classification, Building Maintenance Materials Supervisor. This position would be responsible for the storeroom operations of receiving, storing, disbursing and record maintenance for building maintenance and construction materials that are used by the Building and Grounds Maintenance Department and stored within the department's compound. It was recommended that the examination for the classification be designated as competitive and that a 180-day probationary period be assigned.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Sealer of Weights and Measures with no revisions (Class Code 0287).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented the Commission's request to approve the specification review for the classification Sealer of Weights and Measures with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in May of 1997. There is currently one incumbent in this classification in the Department of Public Safety.

Based on information received from surveying the one incumbent and input from the department representative, no revisions are necessary at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Weights and Measures Inspector with no revisions (Class Code 1886).*

PRESENT: Richard Cherry, Personnel Analyst II

Rich Cherry presented the Commission's request to approve the specification review for Weights and Measures Inspector with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in May of 1997. There are currently five incumbents in this classification in the Department of Public Safety.

Based on information received from surveying the five incumbents, the supervisor and discussion with the human resource officer, no revisions are necessary at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Polygraphist with no revisions (Class Code 3016).*

PRESENT: Richard Cherry, Personnel Analyst II

Rich Cherry presented the Commission's request to approve the specification review for Polygraphist with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are currently three incumbents in this classification.

Based on input from the department representative, no revisions were needed at this time. It was therefore recommended that the review of the specification for the Polygraphist be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Architect with no revisions (Class Code 1215).*

PRESENT: Richard Cherry, Personnel Analyst II

Rich Cherry, Personnel Analyst II, presented the Commission's request to approve the specification review for Architect with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was created in 1997. There are currently no incumbents assigned to the positions located in the Division of Facilities Management, Department of Public Service.

Based on information received from the Department, no revisions are needed at this time. It was therefore recommended that the review of this specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Surveyor-in-Training with no revisions (Class Code 1015).*

PRESENT: Richard Cherry, Personnel Analyst II

Rich Cherry, Personnel Analyst II, presented the Commission's request to approve the specification review for Surveyor-in-Training with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in June of 1994. There are currently no incumbents assigned to the positions located in the Department of Public Service, Division of Transportation or the Department of Public Utilities, Division of Water.

Based on information received from the Departments, no revisions are needed at this time. It was therefore recommended that the review of this specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Crime Prevention Program Coordinator and amend Rule XI accordingly (Class Code 3107).*

PRESENT: Richard Cherry, Personnel Analyst II

Richard D. Cherry, Personnel Analyst II, presented the Commission's request to abolish the specification for the classification Crime Prevention Program Coordinator. This classification was specifically utilized in the Division of Police in order to develop, implement, and coordinate crime prevention programs. Currently, there are no positions allocated to this classification and the Public Safety Department has indicated they do not foresee utilizing this classification in the future. It was therefore recommended that specification for the classification Crime Prevention Program Coordinator be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Equal Employment Opportunity Officer (Public Safety Department) and amend Rule XI accordingly (Class Code 0801).*

PRESENT: Sheri LaVette, Personnel Administrative Officer

Sheri LaVette presented the Commission's request to abolish the specification for the classification Equal Employment Opportunity Officer (Public Safety Department).

This classification was created in 1988 as a result of a court order. It was last reviewed in November of 1994. The court order, which necessitated the creation of this classification, is no longer in effect and there are currently no incumbents assigned to these positions. The department has indicated that they do not foresee utilizing this classification in the future.

It was therefore recommended that the specification for the classification Equal Employment Opportunity Officer (Public Safety Department) be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Administrative Secretary (Class Code 0773).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Administrative Secretary as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1994. There are currently twenty-two incumbents in this classification located in most departments throughout the City.

The proposed definition more clearly identified the classification as the secretarial class to use with the classified service. The examples of work section was revised to be more similar to the Executive Secretary (U) class with the exception that this classification is to be used with executives in the classified service and the Executive Secretary (U) is to be used with executives in the unclassified service. No revisions were recommended to the minimum qualifications section of the specification. The knowledge, skills and abilities section of the specification was revised to include knowledge in word-processing related software and the ability to operate a personal computer. No revision to the 270-day probationary period or the qualifying noncompetitive designation of the examination was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Plumber (Class Code 3911).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Maintenance Plumber as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in July of 1996. There are currently five incumbents in this classification.

The only revisions recommended to the definition were grammatical in nature. Revisions to the examples of work were requested to better clarify the duties performed by incumbents. Revisions to

the minimum qualifications were requested to better clarify the language describing the minimum requirement of experience. Revisions to knowledge, skills and abilities were requested to ensure that incumbents possess considerable knowledge of the plumbing trade and a general knowledge of safety procedures involved in working with plumber's tools and equipment, adhesives, chemicals and other potential hazards. No revisions to the examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fiscal Manager (Class Code 1253).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Fiscal Manager as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1996. There are currently fourteen incumbents in this classification.

A revision to the definition was proposed to more concisely state the primary purpose of this classification. The examples of work section of the specification was revised to more accurately describe the work performed by fiscal managers throughout the City. No revisions to the guidelines for class use, minimum qualification, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service commission staff to create the specification for the classification Desktop Support Technician, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate designated technology positions to the proposed Desktop Support Technician and to allow all affected incumbents to retain their current classification status and seniority.

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara E. Crawford, Personnel Analyst II, presented the Commission's request to create the specification for the classification Desktop Support Technician. All technology functions within the City are now consolidated under the direction of the Department of Technology (DoT). DoT has identified a centralized user support system as a critical service to be provided citywide with different levels of support to ensure that problems are resolved in the most efficient and expeditious manner.

By definition the Desktop Support Technician is responsible for providing second level technical support and resolution of desktop hardware and software problems for end users. The first level is performed by Help Desk Representatives. The examples of work were written to include the types of duties to be performed by individuals in this position. A guidelines for class use was included to indicate that this classification is to be used within the DoT but with their agreement, designated position dealing with embedded systems may be allocated for use outside DoT. It was recommended that the minimum requirements include an associate's degree and two years experience; possession of certification as a Microsoft Certified Systems Engineer or two additional year of experience may be substituted for the associate's degree. The knowledge, skills and abilities were developed to include knowledges, skills and abilities required for successful performance of the job. It was recommended that the examination type be designated noncompetitive and that the probationary period be designated at 365 days.

It was also recommended that five positions in the Data Communications Specialist I classification (Class Code 3640) and two positions in the Help Desk Representative classification

(Class Code 0544) be reallocated to the Desktop Support Technician classification and that the affected employees retain their current classification status and seniority.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Technical Support Analyst, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate designated technology positions to the proposed Technical Support Analyst classification and to allow all affected employees to retain their current classification status and seniority.

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara E. Crawford, Personnel Analyst II, presented the Commission's request to create the specification for the classification Technical Support Analyst. All technology functions within the City are now consolidated under the direction of the Department of Technology (DoT). DoT has identified a centralized user support system as a critical service to be provided citywide with different levels of support to ensure that problems are resolved in the most efficient and expeditious manner.

By definition the Technical Support Analyst is responsible for providing specialized support and resolution of problems related to the City's information systems and/or networks. The examples of work were written to include the types of duties to be performed by individuals in this position. A guidelines for class use was included to indicate that this classification is to be used within the DoT but with their agreement, designated position dealing with embedded systems may be allocated for use outside DoT. It was recommended that the minimum requirements include an associate's degree and three years experience but possession of certification as a Microsoft Certified Systems Engineer or two additional years of experience may be substituted for the associate's degree. The knowledge, skills and abilities were developed to include knowledges, skills and abilities required for successful performance of the job. It was recommended that the examination type be designated noncompetitive and that the probationary period be designated at 365 days.

It was also recommended that eight positions in the Data Communications Specialist II classification (Class Code 3641) be reallocated to the classification of Technical Support Analyst and that the affected employees retain their current classification status and seniority (all these employees have provisional status, have completed the required probationary period and have been performing this work for at least two years).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Surveyor Manager (Class Code 1040).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Surveyor Manager as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1998. There is currently one incumbent in this classification.

A revision to the definition was proposed to more accurately define the level of supervisory responsibility performed by this classification. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Surveyor Manager. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended

to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Worker (Class Code 3967).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Sewer Maintenance Worker as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in June of 1997. There are currently thirty-nine incumbents in this classification.

No revisions to the definition were proposed. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Sewer Maintenance Worker. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Electrician (Class Code 3486).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Building Maintenance Electrician as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in February of 1997. There are currently eight incumbents in this classification.

No revisions to the definition were proposed. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Building Maintenance Electrician. The following statement was added to the minimum qualifications, "Possession of a Commercial Driver's License (CDL) may be required for some positions." Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Latent Print Examiner (Class Code 3010).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Latent Print Examiner as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1999. There are currently five incumbents in this classification.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Latent Print Examiner. It was recommended that completion of the twelfth school grade be required in the minimum qualifications in

addition to the ability to read, write, and verbally articulate. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the examination type or the probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Latent Print Supervisor, assign the probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to create the specification for the classification Latent Print Supervisor. The Technical Services Bureau of the Division of Police is in need of one person to oversee the daily operation and overall performance of the Latent Print Unit. Due to the highly specialized nature of latent print examination, it would be difficult for a supervisor who is not latent print qualified to assess the job performance or review the work of a latent print examiner. It was therefore requested that Commission staff create this position for the purpose of supervising the latent print unit work force and participation in all aspects of latent print identification.

It was recommended that the definition read, "Under general direction, is responsible for supervising and participating in the evaluation and identification of latent print evidence and serving as the manager for the overall operation of the latent unit; performs related duties as required." The examples of work were written to include the duties ranging from assigning tasks to workers to exchanging information and evidence with other agencies. The minimum qualifications require completion of the twelfth school grade and five years experience performing latent print comparisons through AFIS, imaged and/or manual comparison procedures. A GED would be accepted in lieu of the twelfth school grade completion and possession of an International Association for Identification certification may be substituted for three years of experience. The knowledge, skills and abilities included those needed for the completion of the tasks associated with this position. It was recommended that the probationary period be assigned 365 days and that the examination type be designated noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Action Request.*
Request of the Civil Service Commission staff to deem Michelle Miller-Williams qualified for the preferred eligible list for Community Relations Representative (Class Code 0798).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to deem Michelle Miller-Williams qualified for the preferred eligible list for Community Relations Representative in accordance with Rule X(G)(1)(b). This employee has been doing the work of a Community Relations Representative and by utilization of this Rule we can move the employee into the classification without negatively impacting her and therefore we can keep her in a classification that is consistent with the work that she is doing.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Tery L. Elzy regarding his discharge from the position of Building Inspector II with the City of Columbus Department of Development – Appeal No. 02-CA-0014.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Elzy’s appeal without a hearing. The CMAGE bargaining unit covers Mr. Elzy’s position and the CMAGE contract waives the right of its employees to file appeals to the Civil Service Commission (Section 8.1).

Review of the appeal of Saundra D. Gordon regarding her discharge from the position of Parks Maintenance Supervisor I with the City of Columbus Department of Recreation and Parks.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Gordon’s appeal without a hearing. The CMAGE bargaining unit covers Ms. Gordon’s position and the CMAGE contract waives the right of its employees to file appeals to the Civil Service Commission (Section 8.1).

Review of the appeal of John Denman regarding the rejection of his request for veteran’s preference points to be added to his score in the Firefighter examination, 1999 administration.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny Mr. Denman’s appeal and dismiss it without a hearing. Mr. Denman’s appeal requested veteran’s preference points for the 1999 Firefighter examination. In accordance with Commission Rule XIII(G)(1)(B) applicants may request a review of any action of the Commission staff within ten (10) calendar days of the date the action was taken. The test results for the 1999 firefighter test were released in December of 1999 and Mr. Denman did not request a review of this action until September 18, 2002, well beyond the ten-day timeframe.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews
Conducted By Brenda S. Sobieck
August 22, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Ronald B. Rhoads Jr.	Police Officer	02-BR-064

The Commissioners reviewed Ronald B. Rhoads’ file and decided his name would not be reinstated to the Police Officer Eligible list.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
September 5, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Eric W. Hubble	Police Officer	02-BR-082

The Commissioners reviewed Eric W. Hubble’s file and decided his name would not be reinstated to the Police Officer Eligible list.

Background Administrative Reviews
Conducted By Brenda S. Sobieck
October 4, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Gregory P. Sanderson	Firefighter	02-BR-087
Timothy F. Reed	Police Officer	02-BR-088

Steve C. Hooper	Police Officer	02-BR-089
Shawn E. Barnes	Police Officer	02-BR-090
Ralph G. Burwell III	Police Officer	02-BR-091
Bruce E. Lane	Police Officer	02-BR-092
John A. Orlando IV	Police Officer	02-BR-094
Donald T. Smith	Firefighter	02-BR-095
Gullermo R. Zarate	Police Officer	02-BR-102

After reviewing Gregory P. Sanderson's file, the Commissioners decided his name would be reinstated to the Firefighter eligible list and after reviewing Donald T. Smith's file, decided his name would not be reinstated to the Firefighter eligible list. After reviewing Gullermo R. Zarate's file, the Commissioners decided his name would be reinstated to the Police Officer eligible list. After reviewing the files of Timothy Reed, Steve Hooper, Shawn Barnes, Ralph Burwell III, and John A. Orlando IV, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
October 4, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Richard R. Charles	Police Officer	02-BR-093
Michael A. Blubaugh	Police Officer	02-BR-096
Aaron V. Vance	Firefighter	02-BR-097
Elizabeth A. Abbitt	Police Officer	02-BR-098
Steven C. Gause	Police Officer	02-BR-099
Eric P. Balderidge	Firefighter	02-BR-100
Andrew N. Cooper	Firefighter	02-BR-101

After reviewing Andrew Cooper's file, the Commissioners decided his name would be reinstated to the Firefighter eligible list and after reviewing the files of Aaron Vance's and Eric P. Balderidge, decided their names would not be reinstated to the Firefighter eligible list. After reviewing the files of Richard R. Charles, Michael Blubaugh, Elizabeth Abbitt and Steven Gause, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

Police Officer Applicants
Removed During The Prescreening Process
Conducted By Brenda S. Sobieck

Shawn Dunn
Alphonso Meadows, Jr.
Shawn Moerch

The Commissioners reviewed the files of three police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Shawn Dunn, Alphonso Meadows Jr., and Shawn Moerch, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police officer examination.

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The Commissioners adjourned their regular meeting at 1:50 p.m. to continue a disciplinary hearing.

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RE: *Hearing on the merits of the appeal of Duane Hicks, from the action of the Department of Public Safety, Division of Police, suspending him for 30 hours from the position of Police Officer – Case No. 02-CA-0004.*

The hearing was reconvened at 2:03 p.m.

Police Chief James Jackson – Assistant City Attorney Matuska called Chief Jackson on direct examination and Commission President Tyson swore in the Chief. Mr. Matuska submitted City Exhibit #6 and City Exhibit #7. Chief Jackson was examined on direct by Mr. Matuska, cross-examined by Mr. Waddy, answered questions from Commissioner Pettigrew and follow up questions from Messrs. Matuska and Waddy, and was dismissed.

Appellant Police Officer Duane Hicks – Assistant City Attorney Matuska called Duane Hicks on direct examination. Officer Hicks was sworn in by Commission President Tyson and was examined on direct by Mr. Matuska. Mr. Waddy reserved his questions until he calls Officer Hicks on direct. The witness was excused for today.

Mr. Matuska moved that the hearing be continued until such time as his remaining witnesses are available. It was agreed to continue the hearing on a date that is to be identified before the end of the year.

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Priscilla R. Tyson, Commission President

November 25, 2002

Date